



IRONDEQUOIT FIRE DISTRICT

2960 Culver Road, Rochester, NY 14622

Board of Fire Commissioners Meeting Minutes

February 16, 2026

The regularly scheduled meeting of the Board of Fire Commissioners of the Irondequoit Fire District was held at the Culver Fire Station, 2960 Culver Road, in the Town of Irondequoit on February 16, 2026. The meeting was called to order at 6:30 p.m. by the Chairperson, who then led all present in the Pledge of Allegiance.

Attendance:

Commissioners Present: Ange, Ingersoll, Lipari, Nolan and Turner

Commissioners Absent: none

A quorum of the Board of Fire Commissioners was present.

District Officers and Staff Present:

Fire Chief Shane Metcalfe

Assistant Fire Chief Boehl

District Treasurer Andy Brown

Purchasing Coordinator Jim Mastin

Captain Jeff Serenati

Captain Ryan Kohlmeier

Business of the Board

- Public Input Session: None
- Scheduled Appointments: None
- Introduction of New Members: None
- Correspondence Report: None

Financial & Administration Report

Prepared by Purchasing Clerk/Deputy Treasurer James Mastin, Treasurer Andy Brown, Secretary Rodd Riesenberger

1. All expenses and pre-paid payments have been processed and are up to date as of this meeting.
2. Treasurer Brown reviewed the findings of the Audit with some financial details and suggestion of outlining future Capital Planning.

Operations Report

Chief Metcalfe and Assistant Chief Boehl

1. OSHA Fire Brigade: The Chief has created a guide sheet on the OSHA Fire Brigade Standard update that has been in progress since 2024. Discussions were had at the NYS Career Chief's Meeting brought forth by the State Fire Administrator. The chief will be attending a webinar on Wednesday evening to learn further information.
2. First Due: Great progress has been made over the last few weeks in switching over to First Due from Crew Sense. We are now running 100% off of First Due for scheduling, payroll and filling call shifts. We are in progress to switch over Volunteer Staffing hours / shift filling and we are close to completion with the full changeover. As a note, many Career/Combination departments across NYS have made the switch to First Due



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in the past year and are reporting great success with the program. The Chief would like to thank BC Caracci and Lt Mastin for all the hard work they have put into the program as the results are clearly paying off for IFD.

3. RTF Changes: We are beginning our 3rd year of partaking in the Monroe County Rescue Task Force Team. Captain Kohlmeier and Lt Mastin have been the RTF Leaders since the beginning of our involvement. We have begun shifting officer responsibilities as we continue to constantly evolve our upcoming officer cadre. Over the next few months, Captain Kohlmeier and Lt Mastin will begin to shift their responsibilities to Lt Holahan and FF Oliveri. Lt Holahan has a law enforcement background from his time with the U of R and FF Oliveri is a tactical medic through the US Army. These individuals will continue to push our program forward and will build on the foundation Captain Kohlmeier and Lt Mastin have established for the IFD. Commissioner Nolan asked for clarification as to what the expectations of the IFD are of the RTF Team as he is unfamiliar with the program.
4. Fire Officer 3: Over the last several weeks, 5 of our Fire Officers have completed the rigorous 80-hour Fire Officer 3 Course held by SUNY MCC/MCFB and NYS OFPC. All 5 officers completed the challenging coursework, and I am proud to say that now 15 of our 16 Career Fire Officers hold the highest level of training offered in NYS for Fire Officer Development.
5. Battalion Chief Rida Longs: Along with coursework, we are steadfastly working to prepare our next generation of officers for leadership roles. Through our Career Department partners at North Greece, Ridge Road and Gates, 5 of our officers including Captains Serenati, Beyea, Kohlmeier and Lt's Palmer and Mastin will each be receiving 20 hours of time with the Battalion Chiefs from the aforementioned departments. This will help satisfy their future requirements to work or cover as "Acting Battalion Chiefs" for the IFD and will provide additional perspective and training on the incident command role. Kudos to our partner departments for allowing this opportunity.
6. Door Access GO: The Chief kindly asks the BOFC to approve the Door Access General Order #22, which was previously forwarded to the BOFC during the last Meeting on 2/2/26. **APPROVED.**
7. Formal Communications GO: The Chief kindly asks the BOFC to approve the General Order #26 on Command Staff Notifications of Critical Information. **APPROVED.**
8. SPBFD IMA: St. Paul Fire chief Stavalone recently inquired about our inter-municipal agreement as it relates to mutual and automatic aid. We have several formal agreements that are no longer applicable and have agreed to establish a new IMA given our current operating response with each other. Once the agreement is in draft form, I will forward the information on to the BOFC for review and understanding.
9. Educational Incentive Committee: Pursuant to General order #062, Tuition Assistance and Educational Support and now that we have received the 2026 district budget funds, I would like to move forward with establishing a committee to provide this resource to our members. The Fire Chief's recommendation for the committee includes. Some discussion included requesting Commissioner Turner to be the Commissioner on the committee if he is interested. Commissioner Turner responded that he would be interested.
 - a. Fire Chief or Asst Fire Chief
 - b. External Chief Liaison (Career chief of similar agency, e.g. Gates / Ridge Road / North Greece / Brighton)
 - c. Fire Commissioner
 - d. Training officer (MTO or FTO)
 - e. Union E-Board member
 - f. Volunteer Fire officer
10. Drone Grant: Since taking over as Fire Chief in 2024 the Fire Chief has been pursuing options for several special pieces of equipment for the IFD such as Fire Service Drone and a UTV/ATV. The Chief recently applied



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for a grant on behalf of the IFD through the national Public Safety Drone Donation program. Operationally a Fire Service Drone or UAV would provide additional resources to the IFD during water rescue incidents, rope rescue or wildland searches and even long or protracted structural fires. Many agencies are starting to adopt this as a resource for their operations and the Chief sees a great benefit to our operation as well if we could secure the funding through a program such as this. Some discussions were held regarding license requirements and training. The Fire Chief will continue to work on and gather information.

11. Town IMA: The Town of Irondequoit has forwarded a request to renew an IMA that was established in 2023. A summary of the IMA includes. The Chief believes that some changes need to be made to the existing IMA.
 - a. Allows the town to provide maintenance and repair services to the Fire District
 - b. Formalizes an intermunicipal cooperative arrangement under NYS Law
 - c. Operates on a cost-reimbursement basis
 - d. Has a 3-year term
 - e. Requires mutual insurance coverage
 - f. Includes indemnification language placing certain liability responsibilities on the district.
12. 172/174 Company Logos: The Chief has approved new logos for use by the Career Company at Empire (172) and for the Volunteer Staffing Crew for (174). Both came out great. A question was raised about the use of the logos. The Chief informed the BOFC that they are generally used for T-shirts, hats, coins etc.
13. Easement with RCVFA: RCVFA Building manager Aaron Serenati inquired about the easement / use agreement. It is still in process with legal.
14. PPF M/A Response Updates: The Chief and Assistant Chief have a meeting with Chief Vicarro from Pt. Pleasant Fire District on Tuesday morning 2/17, to discuss run card changes. We are moving them from a response to a fill-in capacity starting on or around March 1st, 2026, based on our reciprocal agreements with our surrounding career companies and providing the most economical service to our taxpayers.
15. SOGs 102/201: Please see the following Standard Operating Guidelines which I will be adopting operationally later this week. SOG 102 is on commercial building fires and SOG 201 is on RIT Team activation and use.
16. TSG / Camera Update: The majority of the installation work at Culver and Empire for the camera system upgrades has concluded. The next steps will be utilization of the new software and the back end of the operating system. Many thanks to Captain Kohlmeier for helping spearhead this much needed upgrade.
17. FF Moynihan RTW: FF Patrick Moynihan has been cleared back to work from his on-duty hand injury sustained during bailout evolutions.
18. Turnout Gear Grant: The majority of the Turnout Gear received from our successful AFG/FEMA Grant has arrived (as evident from the Facebook/Website post) and has been distributed to our members. A job well done by BC Biscaro on procurement and distribution.
19. Electric Quotes: The Fire Chief has submitted two quotes from JH Mastin Electric for BOFC approval.
 - a. 1st quote is for the Culver Stations for additional outlets / drops in the truck bay. It also includes additional outlets in the ceiling at Culver in 3 locations with the intent of illuminating the IFD logos mounted on the walls.
 - b. 2nd quote is for Empire for ceiling outlets to illuminate the logos at Empire.The Fire Chief had both quotes reduced. Originally JH Mastin was going to provide a mounting system for the signs but felt the cost was prohibitive and we can execute the mounting ourselves. Total cost of the quotes is \$4780. Asking for a CNTE \$5000 out of A1100 Building Repairs. A discussion was had regarding more detailed information. **APPROVED.**
20. Empire church meeting: The Chief and assistant Chief met with members of the church next to the empire Station to discuss their concerns. A discussion about a use agreement and our request to provide additional



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insurance and hold harmless agreement for use of the parking lot. We are in conversations to update those agreements.

Commissioner's Reports

- *Commissioner Ange* - Asked the Fire Chief about the status of the Red Tahoe. The Fire Chief reported that it is used for minor transportation needs within our local area. Due to the negligible value of the vehicle, it is planned to be used until it no longer is operable. Commissioner Ange also inquired about the feasibility of potentially renting a vehicle for members who are traveling out of the area for training etc. After a short discussion it was agreed that the District Reimburses members for mileage and that a rental vehicle may not be in the District's best interest.
- *Commissioner Ingersoll* - no report
- *Commissioner Lipari* - no report
- *Commissioner Nolan* - Inquired about the District's agreement with Greenlight due to its equipment being housed in both firehouses. PC Jim Mastin has been in communication with them and is working on new agreements that will be submitted to the Fire Chief to be reviewed and forwarded to the BOFC and IFD's Legal. The existing agreements have since expired for both fire stations.
- *Commissioner Turner* - no report

No additional business was brought before the Board.

Motions and Resolutions

1. A motion was made by Commissioner Ange, seconded by Commissioner Turner, to approve the minutes of the previous meeting. Motion Carried.
2. A motion was made by Commissioner Turner, seconded by Commissioner Lipari, to audit and pay all claims, including accounts payable and District credit card statements, as submitted on or before this meeting. Motion Carried.
3. A motion was made by Commissioner Ange, seconded by Commissioner Turner, to approve the results of the 2025 Audit and officially submit AFR to the Office of the State Comptroller. Motion Carried.
4. A motion was made by Commissioner Ange, seconded by Commissioner Lipari, to approve the renewal of the EAP Program with UR Medicine. Motion Carried.
5. A motion was made by Commissioner Lipari, seconded by Commissioner Ange, to approve General Orders #022, Facility Key and Electronic Access Control. Motion Carried.
6. A motion was made by Commissioner Turner, seconded by Commissioner Lipari, to approve General Orders #026, Command Staff Notification of Significant Incidents. Motion Carried.
7. A motion was made by Commissioner Lipari, seconded by Commissioner Turner, to approve the Electric work quotes as requested with a CNTE \$5000. Motion Carried.
8. A motion was made by Commissioner Lipari, seconded by Commissioner Ange, to amend the Fire Chief's contract to allow holiday compensation pay. Motion Carried.

****All motions listed are unanimous unless otherwise noted****

Executive Session

A motion was made at 7:25pm by Commissioner Turner, seconded by Commissioner Lipari, to enter into Executive Session pursuant to Public Officers Law §105(1)(f) for the purpose of discussing matters relating to the medical,



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financial, credit, or employment history of a particular person, and matters leading to the appointment or employment of a particular person. Motion Carried.

A motion was made by Commissioner Ange, seconded by Commissioner Turner, to exit Executive Session and return to Open Session. Motion Carried.

The Board returned to Open Session at 8:26pm. A motion was made to amend the Fire Chief's contract to allow holiday compensation pay. **APPROVED.**

Motion for Adjournment at 8:28pm by Commissioner Turner, seconded by Commissioner Lipari. Motion Carried.

Supporting documentation referenced herein is incorporated by reference and maintained with the official record.

Addenda

1. Any additional documents presented to or acknowledged by the Board at the Organizational Meeting All addenda are maintained as part of the district's official records in accordance with the New York State Records Retention Schedule.

Respectfully Submitted,

[James Mastin](#)

Purchasing Coordinator

NEXT MEETING: Monday, March 2, 2026, 6:30pm at the Culver Road Fire Station.